

STATE OF NEW JERSEY



NEW JERSEY HEALTH CARE FACILITIES

C940000-906



RECORDS RETENTION SCHEDULE
NEW JERSEY HEALTH CARE FACILITIES

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RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C940000	SCHEDULE NUMBER 906	PAGE NUMBER 1 OF 50
DEPARTMENT New Jersey Health Care Facilities DIVISION BUREAU		AGENCY REPRESENTATIVE TITLE (AREA CODE) TELEPHONE NUMBER		
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.				
AGENCY REPRESENTATIVE SIGNATURE 		DATE 8/22/02	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE 	
				DATE 19 SEP 2002
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY <u>RETAIN IN</u>	RECORDS CENTER	DISPOSITION
	<u>Executive Offices and General Records</u>			
0001-0000	Administrative Subject Files Includes: correspondence, reports, and statistical information concerning the administrative functions of hospitals.			
0001-0001	Administrative Subject Files - Executive	6 yrs		Destroy
0001-0002	Administrative Subject Files - General/Departmental	3 yrs		Destroy
0002-0000	Annual Reports			
0002-0001	Annual Reports (Original)	Permanent		Permanent
0002-0002	Annual Reports (Copies)	Periodic review		Destroy
0003-0000	Articles/Certificates of Incorporation	Permanent		Permanent

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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

Executive Offices and General Records (cont'd)

0004-0000

Budget Records

Permanent

Permanent

0004-0001

Budget Reports - Annual (Original)

3 yrs

Destroy

0004-0002

Budget Reports - Annual (Copies)

6 yrs

Destroy

0004-0003

Budget Workpapers

Permanent

Permanent

0005-0000

By-Laws of the Hospital Board

10 yrs after
project
completion

Destroy

0006-0000

Certificate of Need Application

0007-0000

Correspondence

3 yrs

Destroy

0007-0001

Correspondence - External

1 yr

Destroy

0007-0002

Correspondence - Internal

Permanent

Permanent

0007-0003

Correspondence - Policy/Directives

7 yrs after
transfer of
title

Destroy

0008-0000

Deeds

3 yrs after update

Destroy

0009-0000

Disaster/Evaluation Plans

3 yrs

Destroy

0010-0000

Employee Opinion Surveys/Suggestions

0011-0000

Financial Transaction Status Reports

0011-0001

Financial Transaction Status Reports (Original)

3 yrs

Destroy

0011-0002

Financial Transaction Status Reports (Copies)

As updated

Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Executive Offices and General Records (cont'd)</u>			
0012-0000	Licensure Files Includes: license, renewals, correspondence, and surveys by the Department of Health. License is renewed annually.	3 yrs after expiration		Destroy
0013-0000	Minutes Includes: staff meetings, hospital board, and committees.			
0013-0001	Minutes (Original)	Permanent		Permanent
0013-0002	Minutes (Copies)	Periodic review		Destroy
0014-0000	Monthly Reports			
0014-0001	Monthly Reports (Original)	5 yrs		Destroy
0014-0002	Monthly Reports (Copies)	1 yr		Destroy
0015-0000	Organization Charts			
0015-0001	Organization Charts (Original)	Permanent		Permanent
0015-0002	Organization Charts (Copies)	Periodic review		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Executive Offices and General Records (cont'd)</u>			
0016-0000	Policy and Procedures Manuals			
0016-0001	Policy and Procedures Manuals (Original)	Permanent		Permanent
0016-0002	Policy and Procedures Manuals (Copies)	3 yrs after update		Destroy
0017-0000	Quality Assurance Reports - Departmental (Copies)	3 yrs		Destroy
0018-0000	Research Reports and Studies	Permanent		Permanent
0019-0000	Statistical Reports			
0019-0001	Statistical Reports - Annual	Permanent		Permanent
0019-0002	Statistical Reports - Quarterly and Monthly	3 yrs		Destroy
0019-0003	Statistical Reports - Weekly	1 yr		Destroy
0019-0004	Statistical Reports - Daily	1 month		Destroy
0019-0005	Statistical Reports (Copies)	Periodic review		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION	
		AGENCY	RECORDS CENTER		
	<u>Human Resources/Personnel</u>				
0050-0000	Personnel Files May include but are not limited to: application, resume, benefits information and contract, annual time card, pension calculations, statements of benefits coverage, health background, evaluations, blood type, correspondence. and Notice of Proceeding Involving Practitioner.	6 yrs after termination of employment			Destroy
0051-0000	Personnel Record Card Includes: name, dates of service, and social security number, etc.	Permanent			Permanent
0052-0000	Residency Personnel File	65 yrs			Destroy
0053-0000	Student Education File Includes: grades, evaluation, and work schedules, etc.	65 yrs			Destroy
0054-0000	Time Cards/Sheets				
0054-0001	Time Cards/Sheets (Original)	6 yrs			Destroy
0054-0002	Time Cards/Sheets (Copies)	3 yrs			Destroy
0055-0000	Unsuccessful Job and Residency Applications	3 yrs			Destroy
0056-0000	Student Application Log/Intern Register	65 yrs			Destroy
0057-0000	Residents' Surgical Procedures Performed Consists of a listing containing names of residents and procedure performed during four (4) year residency.	20 yrs			Destroy
0058-0000	Employee Medical Records	40 yrs			Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Planning</u>			
0100-0000	Planning Subject File Used for long range planning and development of the hospital.			
0100-0001	Planning Subject File - Plans	Permanent		Permanent
0100-0002	Planning Subject File - Workpapers	Periodic review		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Marketing - Auxiliary</u>			
0150-0000	Donor Files Include: name, address, and amount of donation.	3 yrs after update		Destroy
0151-0000	Ledger - Daily Cash Book	6 yrs after final entry		Destroy
0152-0000	News Clippings and Ads	3 yrs		Destroy
0153-0000	Prospect Cards Consist of index cards of prospective donors for fund raising.	3 yrs after update		Destroy

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RECORD TITLE AND DESCRIPTION

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION
	<u>Marketing - Public Relations</u>			
0200-0000	Photographs	Permanent		Permanent
0201-0000	Press Releases	Permanent		Permanent
0202-0000	Public Service Announcements	Permanent		Permanent
0203-0000	Publications			
0203-0001	Publications (Original)	Permanent		Permanent
0203-0002	Publications (Copies)	Periodic review		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION	
		AGENCY	RECORDS CENTER		
	<u>Marketing - Volunteer Services</u>				
0250-0000	Sign-In Sheets	3 yrs		Destroy	
0251-0000	Time Cards - Hours Worked	3 yrs		Destroy	
0252-0000	Training Materials and Handouts	3 yrs after update		Destroy	
0253-0000	Volunteer Application Files - Adult and Junior Include: application, reference letters, interview sheet, checksheet, and Utilization Form which indicates position, needs, job description and placement.	6 yrs after termination of employment		Destroy	

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION	
		AGENCY	RECORDS CENTER		
0300-0000	<u>Education</u> Educational Programs Includes: manuals and program outlines, etc.	3 yrs after update			Destroy
0301-0000	Education Training Files Includes: R.N., L.P.N., Unit Secretaries and Nursing Technicians. Contains test booklets and test results.	6 yrs after termination of employment			Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION	
		AGENCY	RECORDS CENTER		
	<u>Education - In-Service Education</u>				
0350-0000	Cardio - Pulmonary Resuscitation (CPR) Training Includes: test results, test booklets, test result strips, and skill sheet.	3 yrs			Destroy
0351-0000	CPR Certificate Roster	3 yrs			Destroy
0352-0000	First Aid Roster	3 yrs			Destroy
0353-0000	Screening Registration Form Includes: diabetes, hypertension, glaucoma, breast, colon-rectal and cholesterol screens, and information release form.	3 yrs			Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0400-0000	<u>Nursing - Administration</u> Nursing Licenses (Copies)	6 yrs after termination of employment		Destroy
0401-0000	Nursing Schedules	6 yrs		Destroy
0402-0000	Twenty-Four Hour Report	3 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0450-0000	<u>Nursing - Ambulatory Care</u> Ambulance Log Slips	6 yrs		Destroy
0451-0000	Ambulance Records Book/Register	10 yrs after final entry		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Nursing - Central Supply</u>			
0500-0000	Equipment Use Record Records date used and by whom.	3 yrs		Destroy
0501-0000	Steam Sterilization Control Record Includes: Bouse-Dick chart test, graph, load card, gas sterilizer load card, and biological monitoring form, etc.	3 yrs		Destroy
0502-0000	Syringe and Needle Control Record	3 yrs		Destroy
0503-0000	Syringe and Needle Inventory Sheet	1 yr		Destroy
0504-0000	Syringe and Needle Worksheet	3 yrs		Destroy
0505-0000	Washer/Sterilizer Cleaning Log Sheet	3 yrs		Destroy

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	<u>Nursing - Surgery/Operating Room</u>			
0550-0000	Autoclave Graphs - Sterilization	3 yrs		Destroy
0551-0000	Birth Logs	Permanent		Permanent
0552-0000	Hospital Infection Statistical Report	3 yrs		Destroy
0553-0000	Infection Report Form	3 yrs		Destroy
0554-0000	Operating Room Cancellation List	1 yr		Destroy
0555-0000	Operating Room Charge Sheet (Copy) Original maintained by Finance.	3 yrs		Destroy
0556-0000	Operating Room Reservation Sheet	1 yr		Destroy
0557-0000	Operating Room Log	10 yrs		Destroy
0558-0000	Patient Record (Copy) Used to monitor patient's progress after surgery. Original located in patient's medical record.	2 yrs		Destroy
0559-0000	Temperature and Humidity Log	3 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Nursing-Anesthesiology/Recovery Room</u>			
0600-0000	Arthroscopy Video Tapes	5 yrs		Destroy
0601-0000	Crash Cart Checklist Lists: contents of each cart, date, and nurses' signatures.	5 yrs		Destroy
0602-0000	Defibrillator Checklist	3 yrs		Destroy
0603-0000	Pre-Operative and Post-Operative Checklists	3 yrs		Destroy
0604-0000	Recovery Room Log Includes minor surgery and same-day surgery.	10 yrs		Destroy
0605-0000	Weekly Duty List/Schedule	6 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Nursing-Emergency Room</u>			
0650-0000	Emergency Department Log and/or Card Files	3 yrs		Destroy
0651-0000	Emergency Room Daily Statistics	1 yr		Destroy
0652-0000	Mobile Intensive Care Unit Audio Tapes	3 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Professional Services - Laboratory</u>			
0700-0000	Blood Bank - (Immunohematology) Proficiency and Clinical Laboratory Test Reports (Copies) Includes record of transfusions and crossmatches. Originals maintained in patient medical record. May also include Test Requisitions.	5 yrs		Destroy
0701-0000	Appointment Log	3 yrs after final entry		Destroy
0702-0000	Blood Bank Register	Permanent		Permanent
0703-0000	Exfoliative Cytology Reports - (Pap Smears)			
0703-0001	Exfoliative Cytology Reports - Positive or Questionable Result	50 yrs		Destroy
0703-0002	Exfoliative Cytology Reports - Negative Result	2 yrs		Destroy
0704-0000	Graphs Printouts indicating barbiturates, alcohol, cocaine, and opiates, etc.	2 yrs		Destroy
0705-0000	Instrument Maintenance Reports/Machine Calibrations	7 yrs		Destroy
0706-0000	Laboratory Test Log Books	7 yrs after final entry		Destroy
0707-0000	Machine Log	7 yrs		Destroy
0708-0000	Quality Control Reports - Blood Bank	7 yrs		Destroy
0709-0000	Workbooks - Urine Screening Tests	2 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION	
		AGENCY	RECORDS CENTER		
	<u>Professional Services - Laboratory (cont'd)</u>				
0710-0000	Specimen Records Includes identifying information, test results and reports. Also used for Quality Control and Proficiency Test Results.				
0710-0001	Specimen Records - Immunohematology (Blood Bank) Test Reports, Test Results, and Identifying Information	10 yrs			Destroy
0710-0002	Specimen Records - Pathology Test Reports	20 yrs			Destroy
0710-0003	Specimen Records - General Test Reports	2 yrs			Destroy
0711-0000	Bone Marrow Reports	20 yrs			Destroy
0712-0000	Blood Bank Donor and Recipient Cards	5 yrs			Destroy
0713-0000	Blood Bank Employee Signatures, Initials and Identification Codes	5 yrs after termination of employment			Destroy
0714-0000	Accession Log	2 yrs			Destroy
0715-0000	Laboratory Test Request	5 yrs			Destroy

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DISPOSITION

0750-0000 Professional Services - Pathology
Autopsy Reports (Copy)
Original maintained in Medical Records.

0751-0000 Death Register Books

0752-0000 Death Slips and Mortician's Releases

0753-0000 Pathology Report on Lab Results (Copy)
Original located in patient's medical record.

20 yrs

Permanent

6 yrs

10 yrs

Destroy

Permanent

Destroy

Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Professional Services - Psychiatry</u>			
0800-0000	Social Services Patient Files - Notes and Workpapers	10 yrs from most recent discharge or age 23, whichever is longer		Destroy
0801-0000	Social Services Patient Files - Summary Sheet	20 yrs		Destroy
0802-0000	Social Services Patient Files - Index	20 yrs		Destroy

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0850-0000 Professional Services - Pediatrics
Nursery Daily Statistics
0851-0000 Pneumogram
0851-0001 Pneumogram - Interpretation Report
0851-0002 Pneumogram - Graph

3 yrs

23 yrs

5 yrs

Destroy

Destroy

Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Professional Services - Cardiopulmonary</u>			
0950-0000	Electrocardiograms/Echocardiograms			
0950-0001	Electrocardiograms/Echocardiograms - Diagnostic and Interpretation Report	10 yrs or age 23, whichever is later		Destroy
0950-0002	Electrocardiograms/Echocardiograms - Graphs	5 yrs		Destroy
0951-0000	Holter Monitor			
0951-0001	Holter Monitor - Diagnostic and Interpretation Report	10 yrs or age 23, whichever is later		Destroy
0951-0002	Holter Monitor - Graph	5 yrs		Destroy
0952-0000	Machine Calibration Log	Life of the instrument plus 2 yrs		Destroy
0953-0000	Outpatient Medical Charts	10 yrs after most recent discharge or age 23, whichever is later		Destroy
0954-0000	Work Schedules	3 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Professional Services - Neuro - Sciences</u>			
1000-0000	Electroencephalograms			Destroy
1000-0001	Electroencephalograms - Explanation and Interpretation Report.	10 yrs or age 23, whichever is later		
1000-0002	Electroencephalograms - Graphs	5 yrs		Destroy
1001-0000	Machine Calibration Log	Life of the instrument plus 2 yrs		Destroy
1002-0000	Work Schedules	6 yrs		

FORM NO. CR-AA-0004 (10/89)

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Professional Services - Dietary</u>			
1050-0000	Cashier Tapes - Cafeteria	3 yrs		Destroy
1051-0000	Diet Information Sheet - Daily	1 yr		Destroy
1052-0000	Dietary Instructions Log	3 yrs after final entry		Destroy
1053-0000	Food Tally - Daily Production Sheet	3 yrs		Destroy
1054-0000	Patient Meal Count - Daily	3 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
1100-0000	<u>Professional Services - Diagnostic and Therapeutic Services</u> Outpatient Files	10 yrs after most recent discharge or age 23, whichever is later		Destroy
1101-0000	Respiratory Therapy Patient Kardex Index Cards	3 yrs after most recent discharge		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION	
		AGENCY	RECORDS CENTER		
	<u>Professional Services - Pharmacy Records</u>				
1150-0000	Antibiotic Sensitivity Patterns - Graph	5 yrs			Destroy
1151-0000	Barbiturate Records	5 yrs			Destroy
1152-0000	Narcotic Books and Records	5 yrs			Destroy
1153-0000	Patient Profile Record System Contains: patients' address, name, age group, date medication is dispensed, prescription number or designation, strength and quantity of drug dispensed, initial of dispensing pharmacist, and date of refill. N.J.A.C. 13:39-9.43.	5 yrs from date of last entry in the profile record			Destroy
1154-0000	Pharmacist/Intern Signature and/or Initial Identification	5 yrs after termination of employment			Destroy
1155-0000	Pharmacy Requisition	6 yrs			Destroy
1156-0000	Prescription Books	5 yrs after last entry			Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Professional Services - Housekeeping</u>			
1200-0000	Daily Patient Interview Form	3 yrs		Destroy
1201-0000	Daily Supervisor's Report	3 yrs		Destroy
1202-0000	Linen Inventory	3 yrs		Destroy
1203-0000	Patient Dismissal Notice to Housekeeping	3 yrs		Destroy
1204-0000	Project List - Work Order	3 yrs		Destroy
1205-0000	Supply Inventory	3 yrs		Destroy
1206-0000	Weekly Inspection Report	3 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Professional Services - Patient Management</u>			
1250-0000	Appeals Hospital costs appeals filed by patients.	6 yrs after final settlement or payment		Destroy
1251-0000	Diagnosis Related Group Analysis Files Includes a financial and clinical analysis of services provided.	6 yrs		Destroy
1252-0000	Incident Reports			
1252-0001	Incident Reports (Original)	6 yrs after incident, final settlement or payment		Destroy
1252-0002	Incident Reports (Copies)	Periodic review		Destroy
1253-0000	Patient Complaint Files and Litigation Case Files	6 yrs after final settlement or payment		Destroy
1254-0000	Social Services Discharge Planning File (Copy) Includes individual patient worksheet and referral notes. Original maintained in medical records.	3 yrs after discharge		Destroy

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	<u>Professional Services - Radiology</u>				
1300-0000	Annual Reports of Radiation Surveys	Permanent			Permanent
1301-0000	Daily Calibration Standards Check in Dose Calibrator	10 yrs			Destroy
1302-0000	Daily Check of Incoming and Outgoing Materials	2 yrs			Destroy
1303-0000	Daily Dose Report per Patient	2 yrs			Destroy
1304-0000	Daily Flood Check - Nuclear Camera Check	10 yrs			Destroy
1305-0000	Daily Personnel Monitoring Report	10 yrs after termination of employment			Destroy
1306-0000	Daily Radiation Monitoring Report	10 yrs			Destroy
1307-0000	Daily Radiation Survey - Area of Injection	10 yrs			Destroy
1308-0000	Daily Survey Meter Check	2 yrs			Destroy
1309-0000	Equipment Quality Testing - Monthly Report	10 yrs			Destroy
1310-0000	Individual Monthly Badge Report	10 yrs after termination of employment			Destroy
1311-0000	Individual Report of Radiation Exposure (JCAHO)	10 yrs after termination of employment			Destroy
1312-0000	License Files - Nuclear Regulatory Commission (NRC) Includes federal and state licenses required for the operation of radiation emitting equipment.	10 yrs after expiration			Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
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	<u>Professional Services - Radiology (cont'd)</u>			
1313-0000	Nuclear Radiation Technologist Certification	10 yrs after expiration		Destroy
1314-0000	Patient Cards Used to provide an x-ray history of a patient.	10 yrs after inactive		Destroy
1315-0000	Patient Sign-In Roster	3 yrs after final entry		Destroy
1316-0000	Register of all Radiation Producing Equipment	10 yrs after disposal of equipment		Destroy
1317-0000	Semiannual Survey of Calibration Standards Retested	3 yrs		Destroy
1318-0000	Semiannual Survey Report of Meters Recalibrated and Re-tested	3 yrs		Destroy
1319-0000	Weekly Bar Phantom Check Report - Calibration Report	3 yrs		Destroy
1320-0000	Weekly Radiation Survey of Entire Radiology Department	3 yrs		Destroy
1321-0000	Work Schedules	6 yrs		Destroy
1322-0000	X-Ray Films	5 yrs		Destroy
1323-0000	X-Ray Interpretation (Copy) Original maintained in Medical Record.	5 yrs		Destroy
1324-0000	X-Ray Technician Certification	10 yrs after expiration		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Professional Services - Radiology (cont'd)</u>			
1325-0000	Inventory of all Sealed Radioactive Materials	3 yrs		Destroy
1326-0000	Sealed Source Records - Leak Tests	3 yrs		Destroy
1327-0000	Unsealed Source Records - Area Contamination Wipe Tests	3 yrs		Destroy
1328-0000	Survey of Radioactive Material Received	3 yrs		Destroy
1329-0000	Survey of Waste Generated in Controlled Areas	3 yrs		Destroy
1330-0000	Nuclear Medicine Dose Calibrator - Constancy Test, Linearity Test, Accuracy Test and Geometry Test	3 yrs		Destroy
1331-0000	Nuclear Medicine Radiopharmaceutical Dosage - Dose Determination Test	3 yrs		Destroy
1332-0000	Nuclear Medicine Imaging Service - Uniformity Test and Resolution Test	3 yrs		Destroy
1333-0000	Nuclear Medicine Well Counter - Constancy Test	3 yrs		Destroy
1334-0000	Mammograms - Xrays and Interpretive Report 21 CFR 900.12(c)4	10 yrs		Destroy
1335-0000	Radiation Oncology Treatment Patient Records N.J.A.C. 8:43G-28.16(b)	2 yrs after death of patient or until patient obtains age of 90, or for 5 yrs, whichever is longer		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION	
		AGENCY	RECORDS CENTER		
	<u>Finance</u>				
1350-0000	Census Statistical reports that provide total number of admissions, discharges, transfers, and deaths.				
1350-0001	Census - Annual	6 yrs		Destroy	
1350-0002	Census - Monthly and Quarterly	3 yrs		Destroy	
1350-0003	Census - Weekly	1 yr		Destroy	
1350-0004	Census - Daily	1 month		Destroy	
1350-0005	Census (Copies)	As updated		Destroy	
1351-0000	Daily Bed Count	3 yrs		Destroy	

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
1400-0000	<u>Finance - Admissions/Registration</u> Admission Register/Log	3 yrs		Destroy
1401-0000	Daily Reservation Sheets	1 yr		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Finance - Budget and Reimbursements</u>			
1450-0000	Annual Hospital Rate Submission	20 yrs		Destroy
1451-0000	Audit Reports - Annual	Permanent		Permanent
1452-0000	Bank Records Includes: statements, cancelled checks, deposit slips, and reconciliations, etc.	6 yrs		Destroy
1453-0000	Bids	6 yrs		Destroy
1454-0000	Budget Workpapers	6 yrs		Destroy
1455-0000	Hospital Rate Appeals	7 yrs after settlement		Destroy
1456-0000	Medicare Cost Reports	3 yrs		Destroy
1457-0000	Monthly Detail Analysis Report			
1457-0001	Monthly Detail Analysis Report (Original)	3 yrs		Destroy
1457-0002	Monthly Detail Analysis Report (Copies)	As updated		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Finance - Accounting</u>			
1500-0000	Accounts Payable Distribution Report	6 yrs		Destroy
1501-0000	Cancelled Checks and Stubs	6 yrs		Destroy
1502-0000	Charge Slips	6 yrs		Destroy
1503-0000	Check Register	6 yrs		Destroy
1504-0000	Earnings and Deductions Register	6 yrs		Destroy
1505-0000	Equipment Ledger - Inventory	3 yrs after update		Destroy
1506-0000	Ledgers			
1506-0001	Ledgers - General	Permanent		Permanent
1506-0002	Ledgers - Subsidiary	10 yrs		Destroy
1507-0000	Payroll Distribution List Lists payroll distribution breakdown by department and person.	6 yrs		Destroy
1508-0000	Payroll Register			
1508-0001	Payroll Register (Master)	Permanent		Permanent
1508-0002	Payroll Register (Copies)	3 yrs		Destroy
1509-0000	Phone Bills and Toll Listings	6 yrs		Destroy
1510-0000	Purchase Order Listing (Monthly)	6 yrs		Destroy
1511-0000	Quarterly Reports for State and Federal Deductions	6 yrs		Destroy
1512-0000	Tax Withholding Forms (W-2, W-4), etc.	3 yrs		Destroy
1513-0000	Timesheets	6 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Finance - Patient Billing</u>			
1550-0000	Assessment Reports of Patients' Accounts - Monthly Status Report	3 yrs		Destroy
1551-0000	Cash Receipts	6 yrs		Destroy
1552-0000	Departmental Allowance Reports	3 yrs		Destroy
1553-0000	Insurance Carriers' Vouchers	6 yrs		Destroy
1554-0000	Monthly Agency Payment Report Lists paid and open accounts.	3 yrs		Destroy
1555-0000	Monthly Payment Register	6 yrs		Destroy
1556-0000	Monthly Trial Balance Lists all costs per patient.	3 yrs		Destroy
1557-0000	Patient Billing Files Includes: Admission Form (Copy), verification documentation, insurance company correspondence, detailed billing list, and uniform bill.	6 yrs after final action or write-off		Destroy
1558-0000	Record of Refund	6 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION	
		AGENCY	RECORDS CENTER		
	<u>Finance - Materials Management/Procurement</u>				
1600-0000	Cost Containment Report - Cost Savings Report				
1600-0001	Cost Containment Report - Annual	Permanent		Permanent	
1600-0002	Cost Containment Report - Monthly	3 yrs		Destroy	
1601-0000	Itemized Listing of Receivables				
1601-0001	Itemized Listing of Receivables - Monthly	3 yrs		Destroy	
1601-0002	Itemized Listing of Receivables - Daily	1 yr		Destroy	
1602-0000	Purchase Orders/Purchase Requisitions				
1602-0001	Purchase Orders/Purchase Requisitions (Record Copy)	6 yrs		Destroy	
1602-0002	Purchase Orders/Purchase Requisitions (Accounting Copy)	3 yrs		Destroy	
1602-0003	Purchase Orders/Purchase Requisitions (Additional Copies)	1 yr		Destroy	
1603-0000	Subsidiary Ledger	10 yrs		Destroy	

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Transportation Services</u>			
1650-0000	Escort Assignment Slip	2 yrs		Destroy
1651-0000	Transport Travel Log	3 yrs		Destroy
1652-0000	Vehicle Maintenance File	6 yrs after disposal of vehicle		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION	
		AGENCY	RECORDS CENTER		
	<u>Medical Records</u>				
1700-0000	Fetal Monitoring Strips	23 yrs		Destroy	
1701-0000	Medical Records - Inpatient/Outpatient Includes all disciplines.				
1701-0001	Individual Patient Charts Contains: bedside notes, admission form, medical chart, medication prescribed, emergency room report, Ambulatory Care Services Report, and all required documentation according to licensing and accreditation bodies.	10 yrs after most recent discharge or age 23, whichever is later		Destroy	
1701-0002	Discharge Summary Sheet	20 yrs		Destroy	
1701-0003	Medical Records of Deceased Individuals	10 yrs		Destroy	
1702-0000	Subpoenas and Related Correspondence	3 yrs from final action		Destroy	

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Security</u>			
1750-0000	Daily Incident Log/Daily Blotter	3 yrs after final entry		Destroy
1751-0000	Incident Reports	3 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Maintenance</u>			
1800-0000	Air Conditioning/HVAC Filter Change Log	3 yrs after final entry		Destroy
1801-0000	Annual Boiler Inspection Report	3 yrs		Destroy
1802-0000	Building Plans and Specifications	Permanent		Permanent
1803-0000	Conductivity Testing of Electrical Receptacles - Annual	3 yrs		Destroy
1804-0000	Emergency Generator Log	3 yrs after final entry		Destroy
1805-0000	Fire Prevention Checklist			
1805-0001	Fire Prevention Checklist - Annual Report	6 yrs		Destroy
1805-0002	Fire Prevention Checklist - Quarterly Report	3 yrs		Destroy
1806-0000	Fire/Electrical Safety Training Programs Includes: course outlines, handouts, and brochures, etc.	3 yrs after update		Destroy
1807-0000	Freezer Temperature Readings Log	3 yrs after final entry		Destroy
1808-0000	Heliport Annual License	3 yrs after expiration		Destroy
1809-0000	Monthly Fire Drill Report	3 yrs		Destroy
1810-0000	Operating Engineer's Daily Log	6 yrs after final entry		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Maintenance (cont'd)</u>			
1811-0000	Preventive Maintenance Duct Cleaning Report	3 yrs		Destroy
1812-0000	Quarterly Inspection Report of Operating Room Equipment	3 yrs		Destroy
1813-0000	Quarterly Sewer Cleaning Inspection Report	6 yrs		Destroy
1814-0000	Sprinkler Inspection Semiannual Report	3 yrs		Destroy
1815-0000	Trash Incineration Daily Report Consists of: statistical report on amount of trash incinerated, boxes of needles, hazardous waste, medical waste, weight and temperature.	6 yrs		Destroy
1816-0000	Work Orders/Work Requests			
1816-0001	Work Orders/Work Requests (Original)	6 yrs		Destroy
1816-0002	Work Orders/Work Requests (Copies)	3 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Medicine Division</u>			
1850-0000	Daily Consultations with Other Departments Concerning Medication Given to Patients.	2 yrs		Destroy
1851-0000	Explorations and Discharges - Records of Results of Medications Given (Research)	Permanent		Permanent
1852-0000	Residency Certificates	Permanent		Permanent
1853-0000	Student Applications - Unsuccessful	3 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Infection Control</u>			
1900-0000	Antibiotic Audit Survey Report	3 yrs		Destroy
1901-0000	Environmental Sanitation Inspection Report	3 yrs		Destroy
1902-0000	Immediate/Infection Report Form Received From Nurses/Doctor	3 yrs		Destroy
1903-0000	Weekly Report of Antibiotic Orders	5 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION	
		AGENCY	RECORDS CENTER		
	<u>Quality Assurance</u>				
1950-0000	Program Assessment/Evaluation Reports - Periodic/ Program Audit Reports	3 yrs		Destroy	
1951-0000	Quality Assurance Annual Evaluations	Permanent		Permanent	
1952-0000	Quality Assurance Investigative Case Files Contains Quality Assurance Problem Identification Log and all supporting documentation.	6 yrs after problem is resolved		Destroy	
1953-0000	Quality Assurance Reports Contains clinical disciplines and ancillary departments - monthly and quarterly summary reports.	6 yrs		Destroy	

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Program Evaluation/Joint Commission Accreditation Health Organizations (JCAHO)</u>			
2000-0000	Facility and Program Evaluation Inspection Reports Includes: goals and objectives, quarterly progress reports, final progress reports, evaluations, and surveys. Evaluations are conducted every three (3) years.	6 yrs		Destroy
2001-0000	Problem Identification Summary Used to indicate and track problems.	6 yrs		Destroy
2002-0000	Special Reporting and Evaluation Reports	Permanent		Permanent

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Utilization</u>			
2050-0000	Emergency Services Review	3 yrs		Destroy
2051-0000	Federal and Non-Federal Termination of Benefits Letters	6 yrs		Destroy
2052-0000	Hospital Patient Stay Review Includes inappropriate length of stay letters and replies.	3 yrs		Destroy
2053-0000	Investigative Case File Includes problem identification sheet.	6 yrs after problem is resolved		Destroy
2054-0000	Patient Care Monitoring Forms (Evaluation)	3 yrs after discharge of patient		Destroy
2055-0000	Patient Discharge Forms - Billing Includes: insurance carrier coverage forms, denial of benefit letters, charge slips, and physicians' review recommendation.	6 yrs		Destroy
2056-0000	Public Welfare Certification of Coverage	6 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Rehabilitation Services</u>			
2100-0000	Attendance Sign-In Book	6 yrs		Destroy
2101-0000	Charge Slips	3 yrs		Destroy
2102-0000	Combined Activity Analysis	6 yrs		Destroy
2103-0000	Contracts/Agreements for Services	6 yrs after termination		Destroy
2104-0000	Daily Progress Statistical Report Lists: patients, date of visits, length of time, classification or degree of difficulty, patients not attending, discharges, and charges.	3 yrs		Destroy
2105-0000	Education Program Includes: attendance sheet, agenda, and bank account.	6 yrs		Destroy
2106-0000	Electromylogram (E.M.G.)			
2106-0001	Electromylogram (E.M.G.) - Diagnostic Interpretation Report	10 yrs or age 23, whichever is later		Destroy
2106-0002	Electromylogram (E.M.G.) - Graphs	5 yrs		Destroy
2107-0000	Inventory and Release Form for Physical Therapy Equipment	6 yrs		Destroy
2108-0000	Patient Medical Record - Outpatient Includes: medical chart, progress notes, orders, and admission form.	10 yrs from most recent discharge or age 23, whichever is later		Destroy
2109-0000	Patient Medical Discharge Summary - Outpatient	20 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Rehabilitation Services</u> (cont'd)			
2110-0000	Patient Kardex	As updated		Destroy
2111-0000	Speech Therapist Licenses (Copies)	6 yrs after termination of employment		Destroy
2112-0000	Training Request	3 yrs after completion of training		Destroy
2113-0000	Work Schedule	6 yrs		Destroy